



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2421 EQUIPMENT SERVICE WRITER  
\*MONTHLY SALARY: \$3990 to \$4780**

**\*APPLICATION FILING PERIOD: FIRST DATE: September 21, 2007**

**LAST DATE: November 7, 2007**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**\*THE POSITION:** Equipment Service Writers diagnose malfunctions in automotive, construction, firefighting and industrial equipment. Duties include determining probable causes and locations of mechanical difficulties; entering work order data into a computer system; testing completed work; performing mechanical repair work; and keeping records of work performed. Equipment Service Writers may also perform minor welding and other work as assigned.

**REQUIREMENTS:** You must meet **ONE** of the following requirement(s) on the date you apply, unless otherwise indicated.

1. One year of full-time experience as an Equipment Mechanic with the City of San Diego. **–OR–**
2. Successful completion of a State accredited four-year Equipment Mechanic Apprenticeship Program **and** one year of full-time journey-level equipment mechanic experience which must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, hydraulic or air brake systems, electrical systems, ignition systems, electronic controls, manual or automatic transmission systems, and fuel systems. **Proof of apprenticeship completion must be submitted at time of application.**  
**–OR–**
3. Five years of full-time journey-level experience as an equipment mechanic. Qualifying experience must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, hydraulic or air brake systems, electrical systems, ignition systems, electronic controls, manual or automatic transmission systems, and fuel systems. **–OR–**
4. A combination of the above training and experience equaling five years.

**LICENSES:**

1. A valid California Class B Driver's License, for driving a vehicle with three or more axles, **and** a current Department of Motor Vehicles Medical Certificate, dated within the last two years, is **required at time of hire**.
2. A valid California Class A Driver's License **and** a current Department of Motor Vehicles Medical Certificate, dated within the last two years, will be **required within six months of hire**.
3. A valid California Class B Driver's License with Hazardous Materials and Tank Endorsements is required at the time of hire for positions in the Environmental Services Department.
4. Some positions may require a valid California Commercial Driver's License with Hazardous Materials, Tanks, Airbrakes and Inspection and Maintenance endorsements prior to the end of the probationary period.
5. California State law requires all employees who operate, service, or repair commercial vehicles as part of their employment to submit to random drug and alcohol testing and, prior to hire, former employers will be contacted regarding drug and alcohol testing results within the last year.

**NOTES:**

1. Possession of a valid Automotive Service Excellence (ASE) Certificate is highly desirable for some positions. Equipment Service Writers are eligible to receive additional pay for ASE certifications.
2. Some positions may require the ability to lift and carry items weighing over 75 lbs.
3. Some positions are regularly required to work weekends and holidays.
4. Experience in inspection, troubleshooting, and repair for heavy line work on diesel truck, tractor and heavy machinery is highly desirable for some positions.
5. Knowledge of and ability to operate high horsepower stationary grinding machinery that requires massive amounts of hardfacing (welding); fabrication; heavy parts exchange; frequent replacement of tungsten carbide tips bolted to the end of each hammer; hydraulic systems; material handling systems (conveyor belts); and other duties as assigned in an "all weather" operation are highly desirable for some positions.
6. Experience maintaining, diagnosing, repairing or overhauling **construction equipment** is desirable for some positions.
7. 5% additional salary may be paid when night, rotating or unusual shift work for an extended period of time is required.

**\*HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

**\*THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **If selected for positions in the Police Department** and prior to appointment, candidates who are not currently employed by the Police Department will also undergo a comprehensive character and background investigation, which may include a polygraph (lie detector) examination. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**\*SUPPLEMENTAL QUESTIONS** – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your application will be rejected. Read the directions on the application form carefully and be sure to follow all instructions.

1. Describe your experience in each of the following. List the makes and models worked on and diagnostic equipment used. Indicate at which employer (A, B, C, etc.) these duties were performed.
  - a. Engine work
  - b. Brake systems
  - c. Electrical systems
  - d. Ignition systems/electronic controls
  - e. Transmission systems
  - f. Fuel systems
  - g. Construction Equipment
2. Describe in detail your qualification and experience in electric welding, hardfacing, and torchwork. Indicate at which employer (A, B, C, etc.) these duties were performed.
3. Describe your experience with computer applications and software such as Microsoft Word, Excel, automated fleet management and report writing systems, etc.). Indicate at which employer (A, B, C, etc.) these duties were performed.
4. Describe your experience with inspection, troubleshooting, and repair for heavy line work on diesel truck, tractor and heavy machinery. Indicate at which employer (A, B, C, etc.) these duties were performed.
5. List the type(s) of California Driver's License(s) and any endorsement(s) that you possess, and indicate expiration date(s).

KIM/September 26, 2003/\*Rev. 6 (09-21-07)/Class 1447

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

**"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"**

*All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.*

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**